

[Your Name/Company Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Executor Name]
[Executor Address]
[City, State, Zip Code]

Re: Estate of [Deceased Name]

Dear [Executor Name],

Please accept my sincere condolences on the passing of [Deceased Name]. I understand that serving as the Executor for an estate is a significant responsibility that often comes with a complex list of tasks during a difficult time.

I am reaching out to introduce myself as a local professional specializing in probate matters. My goal is to assist personal representatives in navigating the logistical challenges of settling an estate, from property management to connecting with qualified legal and financial experts.

To assist you in your first steps, I have enclosed a **Probate Resource Guide**. This guide includes:

- A checklist of immediate tasks for Executors.
- Contact information for local municipal offices and courts.
- A directory of trusted service providers (clean-out crews, appraisers, and contractors).
- Frequently asked questions regarding estate property.

Whether you are just beginning the inventory process or are preparing to transition estate assets, I am available to answer any questions you may have regarding the current market or the physical maintenance of estate property.

I will follow up with a brief phone call next week to ensure you received the guide. In the meantime, please feel free to contact me at [Your Phone Number] if I can be of any immediate assistance.

Respectfully,

[Your Signature]

[Your Printed Name]
[Your Title/Company]